



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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LISA M. GARRETT
DIRECTOR OF PERSONNEL

November 5, 2012

To: Audit Committee

From: Lisa M. Garrett 
Director of Personnel

Subject: **REVISIONS TO BOARD POLICY 9.110 – EMPLOYMENT ELIGIBILITY VERIFICATION PROGRAM (E-VERIFY) (FORMERLY KNOWN AS INS BASIC EMPLOYMENT PILOT)**

We are recommending the following revisions to Board Policy 9.110, Employment Eligibility Verification Program (E-Verify) (Formerly Known as INS Basic Employment Pilot).

1. Revise part of the Policy title from "Formerly Known as INS Basic Employment Pilot" to "Formerly Known as Basic Employment Verification Program."
2. Revise the Purpose statement to indicate that as instructed by the Board of Supervisors on September 8, 1998, the Director of Personnel approved and signed a memorandum of understanding with the Social Security Administration (SSA) and the Immigration and Naturalization Service, currently known as US Citizenship and Immigration Services (USCIS) on September 25, 1998.
3. Add the website link of the Immigration Reform and Control Act of 1986 in the Reference section.
4. Delete "affected" from the third sentence of the Policy statement.
5. Identify Form I-9 as the Employment Eligibility Verification form.
6. Add "completed" in reference to conducting the employment verification in accordance with policy and guidelines issued by USCIS.
7. Add "User" to correct the name of the E-Verify User Manual provided by USCIS.
8. Extend the sunset review date to November 30, 2016.

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Should you have any questions, please contact Henry Lucio, Principal Analyst, of my staff at (213) 639-6386.

LMG:SKT:EP
JT:HL:ckc

Attachment

S/PMPD/BOS PoliciesBOS 9.110 Memo (11.05.12)



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.110	Employment Eligibility Verification Program (E-Verify) (Formerly Known as INS Basic Employment Verification Pilot Program)	09/08/98

PURPOSE

~~Instructs the Director of Personnel to acquire approval to participate in and to work with County departments to implement the new federal online employment eligibility verification program (E-Verify), formerly known as INS Basic Employment Pilot, to obtain confirmation of federal employment eligibility for newly hired County employees from the Social Security Administration (SSA) and the US Citizenship and Immigration Services (USCIS), formerly the Immigration and Naturalization Service (INS). Further authorizes the County to continue participation in the (E-Verify) Program in accordance with the Memorandum of Understanding established with the Social Security Administration and the US Citizenship and Immigration Services.~~

As instructed by the Board of Supervisors on September 8, 1998, the Director of Personnel approved and signed a Memorandum of Understanding with the Immigration and Naturalization Service (INS), currently known as the US Citizenship and Immigration Services (USCIS), and the Social Security Administration (SSA) to participate in the Basic Employment Verification Pilot Program, currently renamed to E-Verify, on September 25, 1998.

Federal law makes it illegal for employers to knowingly hire persons who are not authorized to work in the United States. In order to comply with Federal regulations the County of Los Angeles must establish both the identity and employment eligibility of every newly hired employee.

REFERENCE

[Immigration Reform and Control Act of 1986](#)

September 8, 1998 [Board Order 25](#)

February 12, 2002 [Board Order 55](#)

February 26, 2002 Memo to All Department Heads from Michael J. Henry, Director of

Personnel, "Extension of the I-9 Basic Automated Pilot Program for Employment Eligibility Confirmation"

March 9, 2004 [Board Order 3](#)

December 7, 2004 Memo to All I-9 Coordinators, "Web-Version"

POLICY

The legal employment authorization of newly hired County employees shall be verified through an online automated computer system to SSA/USCIS. All departments will participate in the E-Verify Program. ~~The affected~~ Departments shall initiate the E-Verify Program procedures within three business days after each employee has been hired, but only after completion of Sections 1 and 2 of the federal Form I-9, Employment Eligibility Verification Form. Employment verification shall be completed and conducted in accordance with the policy, procedures and requirements contained in the E-Verify User Manual provided by USCIS.

RESPONSIBLE DEPARTMENT

Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: September 8, 1998

Re-issue Date: September 20, 2002

Re-issue Date: May 20, 2004

Review Date: December 18, 2008

Review Date: December 12, 2012

Sunset Review Date: September 8, 2002

Sunset Review Date: November 30, 2003

Sunset Review Date: November 30, 2008

Sunset Review Date: November 30, 2012

Sunset Review Date: November 30, 2016